

MOUNT ROGERS ALCOHOL SAFETY ACTION PROGRAM

POSITION TITLE: Case Manager

Nature of Work Responsibilities

Mt. Rogers ASAP has a job opening for a Case Manager.

Responsibilities include:

- Screening, management, monitoring and supervision of program referrals;
- Maintain permanent and confidential offender files;
- Able to prepare court reports and testify in court hearings;
- Able to communicate effectively with professionals in the community as well as referrals to the agency

Minimum qualifications:

- Bachelor's degree from an accredited college or university with a major in criminal justice, psychology, social work or a related field, or combination of education and or experience that provides the required knowledge and skills necessary for the position;
- Have training in interviewing techniques;
- Must have experience in computer operations, data entry and document preparation;
- Ability to communicate ideas clearly and concisely, both orally and in writing

Salary Range: \$28,000 - \$35,000 DOQ

To Apply - Send resume no later than 9-6-16 4:00 p.m. to:

Pam Williams
Mt. Rogers ASAP
730 South View Drive
Marion, VA 24354